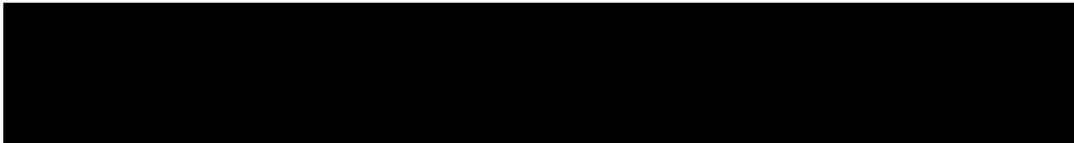


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TRD STAFF MEETING
1 March 1950

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Present:



1. Leave. All requests for leave must be forwarded to TRD through channels, i.e. through Branch Chiefs to the Administrative Officer. Leave requested by Branch Chiefs should be approved by Chief, TRD.

2. Instruction. Classes now start at 9:00 a.m. in all courses. It was decided that in the future students should report at 8:30 and the period between that time and 9:00 will be used as a study period and so appear in the course schedules.

3. Welfare Fund for TRD. The question of having a welfare fund in TRD to cover cost of presents for weddings, flowers in cases of illness or death, etc., arose. It was agreed that a representative from each of the branches and the Assessment Staff meet with Mr. [REDACTED] (who will represent headquarters) to make recommendations as to whether it is advisable and, if so, how such a fund should be administered. Further discussion will then be held at the next staff meeting.

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25X1A6a

4. Parking Spaces. All parking spaces for TRD in Building [REDACTED] are being handled by the Administrative Officer. Permits for those spaces around Building 14 for use of 13 and 14 personnel will be recalled and the allocation will be under the control of TRD Headquarters. [REDACTED] and Mr. [REDACTED] were asked to submit priorities for their personnel and after determination by TRD of the ratio, spaces will be assigned based upon the established priorities set by [REDACTED]

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5. Organization Chart for TRD. Mr. [REDACTED] is presently working on a draft of an organization chart for TRD. It will be a functional chart giving a brief description of the duties of each branch and listing the personnel of TRD. This draft will be turned over to Mr. [REDACTED] for final copy and reproduction. It is to be used principally for personnel work and will be stored in the vault.

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6. Budget. Conferences are presently being held in order to have the TRD budget for the fiscal year 1951 maintained in a separate account.

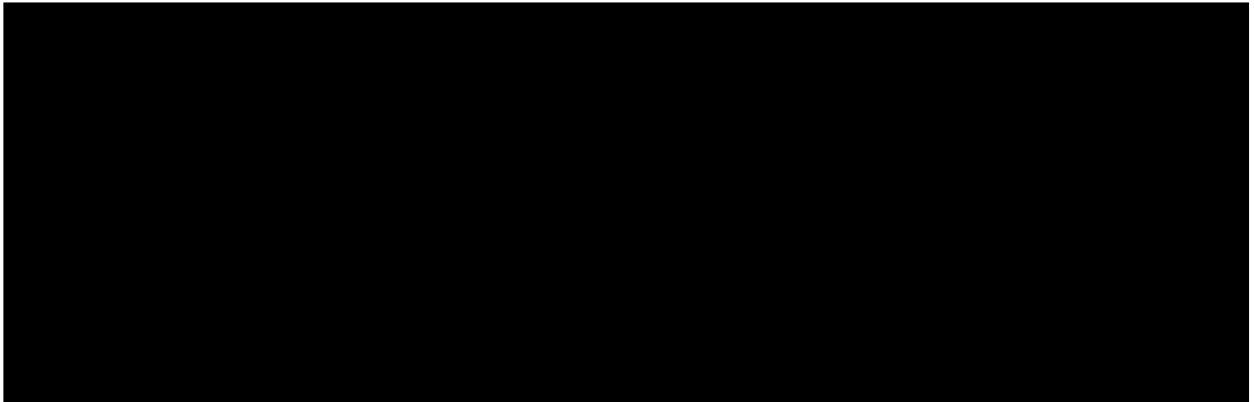
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At present TRD funds come from both OSO and OPC but within a few weeks OSO funds will be depleted. Then OPC funds will be used through the established accounts to cover TRD expenditures.

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25X1A9a 8. Basement of Building 14. Instruction in surveillance equipment by [REDACTED] office will be given at this location after cleaning-up. 25X1A9a
The main reason for having this training outside of [REDACTED] office in L is for those persons operating under pseudonyms who are not to appear in L. This basement will be a restricted area with locked door and barred window. [REDACTED] is to provide information, as to when the work will be accomplished.

25X1A9a 9. Miscellaneous. Mrs. [REDACTED] reported eleven students have been entered in the SOC starting 13 March. The Operations Course has a full enrollment of 30.

25X1A9a Mr. [REDACTED] requested an OPC manual be assigned to the AOC; Mr. [REDACTED] also felt that ATB should have one. Miss [REDACTED] was requested 25X1A9a
25X1A9a to see if three more manuals could be assigned to TRD; the one presently assigned to [REDACTED] for use in Administrative Training will be taken with her when she leaves and a replacement will be necessary.

25X1A9a Mr. [REDACTED] reported that the first noontime film will be shown in TRD auditorium at 12:30 today. It will be a newsreel running approximately 12 minutes. It is planned to run such films every week on Wednesday.

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